

**NATIONAL SERVICE SCHEME MANUAL
(REVISED)**

2006
Government of India
Ministry of Youth Affairs & Sports
New Delhi

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PART – IV
ADMINISTRATIVE STRUCTURE

Chapter – 1 : ADMINISTRATIVE STRUCTURE AT NATIONAL LEVEL

Youth Programme like National Service Scheme requires administrative structures at various levels for its successful planning and implementation. Therefore, organizational structures have been envisaged at Central, State, University/+2 and College levels. It is vital for the programme to get support at all the levels and to make sure that the programmes and activities get the required attention :

National Level

1. Department of Youth Affairs and Sports, New Delhi and NSS Regional Centres

- (a) The Department of Youth Affairs and Sports in the Ministry of Human Resource Development is the nodal department for NSS and has been given the administrative responsibility for the Policy Planning, Implementation and Evaluation of NSS programme.
- (b) National Service Scheme falls under the jurisdiction of Department of Youth Affairs and Sports, which is looked after by the Senior Officer of the rank of the Joint Secretary as far as administration and implementation of the programme is concerned.

2. Programme Adviser

In the Department of Youth Affairs and Sports a Senior Officer is designated as Programme Adviser. The functions of the Programme Adviser and head of NSS organisation are as under :-

- (a) To advise the Department for the development of NSS Programme in all respects.
- (b) To help the Department to plan and implement the NSS programmes :
- (c) To liaise with the State Governments, Universities and with other organisations which may help in the growth and development of the programme directly or indirectly;
- (d) To make the arrangements of training of key persons and Programme Officers through the TOCs and TORCs.
- (e) To make arrangements for the evaluation of NSS from time to time by the TORCs or other suitable agencies;

- (f) To encourage Research and Publication work in connection with NSS;
- (g) To oversee the maintenance of State-wise, University-wise record on implementation of the Programme.
- (h) To supervise the functioning of NSS Regional Centre (RCs) set up by the Department in the various regions/States in the country.

3. Programme Adviser's Cell

The Department has set up Programme Adviser's Cell to assist the Programme Adviser for implementing, monitoring and evaluating the NSS Programme at various levels. The Programme Adviser's Cell is headed by a Deputy Programme Adviser and a core support staff. The cell also functions as programme monitoring centre for the collection and compilation of data from the states, Universities and NSS Regional Centres and provides this information to the Department as feedback. Thus the PA Cell for all practical purpose functions as the NSS Headquarter.

4. NSS Regional Centres.

- (a) The Department of Youth Affairs and Sports has set up 15 NSS Regional Centres in the country to maintain liaison with the State Governments, Universities, +2 Councils and TOC/TORCs for the effective implementation of NSS Programme. The list of NSS Regional Centres is given at Annexure – II.
- (b) NSS Regional Centre (RC) which is a subordinate field office of the Department of Youth Affairs & Sports and depending upon the volunteers strength and size of the state, RC is either headed by a Deputy Programme Adviser or an Assistant Programme Adviser. The Deputy Programme Adviser/Assistant Programme Adviser belong to Group-A grade of the Central Government Service.
- (c) Deputy Programme Adviser/Assistant Programme Adviser who head the Regional Centre are given a core staff for his/her support.

5. Functions of NSS Regional Centres

In addition, NSS Regional Centres will function in close coordination with TOCs/TORCs and State Liaison Cells. The functions of the NSS Regional Centres with reference to the State Governments, Universities and TOC/TORCs are as under :-

(a) State Government

- (i) To explain the policies of the Department regarding NSS and other Youth Programme to the State Governments, for the successful implementation of NSS and other Youth Programmes.
- (ii) To strive for removal of bottlenecks in the implementation of NSS Programme in the field.
- (iii) To ensure that the grants including central and state share reach the Universities, colleges and schools in time, so that NSS activities are implemented as per time schedule.
- (iv) The NSS Regional Centre will keep the State Governments informed of the recent developments in different aspects of NSS and the Youth Programme of Government of India for their implementation as and when required.
- (v) Remain in touch with State government officials for expediting accounts and other reports.
- (vi) Collaborate with the State Liaison Officer for proper implementation of NSS Programme and timely action.

(b) Universities

- (i) To present the views of the Ministry and if advised by the State Government, the view of the State Government, in the University Advisory Committees and to the Vice-Chancellors of the Universities, Principals of the Colleges, other persons connected with NSS Programmes;
- (ii) To assist in preparation of NSS Programmes, including Special Camping Programmes, in conformity with the policies and guidelines;
- (iii) To keep the Vice-Chancellors and heads of +2 Councils apprised of the state of the programme in their respective Universities and Colleges/institutions;
- (iv) To take steps to see that funds are released in time by the University to the college;
- (v) To visit different NSS units and camps for supervision, consultancy, guidance etc;
- (vi) To ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by the Government of India from time to time. Deviation from the established policies may be brought to the notice of the Department and the Programme Adviser.

(c) TOCs/TORCs and Evaluating Agencies

Orientation and training of persons attached with NSS being a vital input for sustaining its dynamism in universities, colleges and +2 schools, it is necessary that the various facts of the programme are studied, understood and evaluated. The NSS Regional Centres have to play their role in this sphere mainly :-

- (i) To observe the organisation of orientation training, research and evaluation and other activities in these institutions;
- (ii) To visit the training programmes whenever possible and advise the TOC/TORCs on policies and guidelines;
- (iii) To function as a resource person in the orientation and training programme;
- (iv) To help the TOC/TORCs in the evaluation of regular and special camping programme;
- (v) To report the progress of the TOC/TORCs as member of the Training Advisory Committee.

(d) Other Youth Programmes

In addition to the role of NSS Regional Centres vis-à-vis the State Governments, Universities, Colleges, +2 Schools and TOC/TORCs, they also have the responsibility of assisting in the implementation of various other youth programmes of the Department meant for the students/non-student youth. Such programmes include youth work by voluntary agencies, promotion of adventure programmes, national integration, inter-state travel, Nehru Yuva Kendras etc. These offices are expected to establish cordial relations, based on mutual understanding and respect, with the relevant functionaries of the State Governments, Universities, Colleges, Training and Orientation Centres etc. It is also important that they undertake touring in their respective regions outside their headquarters. The minimum touring prescribed for regional officers as well as the youth officers working under them is 20 days in a quarter.

(e) Clearing House of Information

The Deputy Programme Adviser/Assistant Programme Adviser who heads the NSS Regional Centre in various States frequently come in contact with the senior officers of the Government of India, State Government and different agencies. Therefore, they are in a position to get information regarding NSS Programme and other Youth Programmes. Thus they have the opportunity to provide feed-back to the Programme Adviser regarding the recent development of the Programmes in the States and vice versa. Similarly, the NSS Regional Centres are expected to reply the queries regarding the NSS Programme and other Youth Programmes, made by the public in general and students and teachers in particular.

6. Responsibility and Accountability

- (a) As the NSS Regional Centres are subordinate field offices of the Department, it is their main responsibility to ensure the implementation of NSS and other Youth Programmes as per the spirit and letter of the manual and guidelines issued by the Government of India from time to time.
- (b) It is the duty of the heads of the Regional Centres to explain the Government policies, without any fear and favour in the discharge of their duties, particularly furnishing elaboration and explanation to the universities and colleges. Heads of Regional Centres cannot remain silent under the pressure of universities and/or State.

Chapter – 2 : ADMINISTRATIVE STRUCTURE AT STATE LEVEL

Since National Service Scheme is jointly sponsored by the Government of India and the State Government, active participation of the State Government is essential for the proper growth and development of NSS Programme in the State. To achieve this aim, the following administrative structure is envisaged at state level, consisting of the State Liaison Cell and State Advisory Committee.

State NSS Cell

1. At the State level, there will be a State NSS Cell headed by the State Liaison Officer (SLO). The Government of India extends cent percent financial assistance for establishing the State NSS Cell.

1.1. Staff Pattern of State NSS Cell

The Government of India has prescribed a staffing pattern for the state NSS Cell based on the strength of NSS volunteers in the State as under :-

Sl. No.	No. of NSS volunteers allocated	Staff permitted for NSS Cell
1	500-1000	A Senior NSS Programme Officer of the head quarter city/town capital may be designated liaison Officer with an honorarium of Rs. 250/- PM to look after
2	1001-3000	1 Assistant Director in Lecturer's scale 2 LDC/Typist
3	3001-10000	1 Liaison officer in Reader's Scale 2 UDC/Accountant 3 LDC/Typist 4 Peon
4	10001-30000	1 Liaison officer in Reader's Scale 2 Statistical Assistant 3 UDC/Accountant 4 LDC/Typist 5 Peon

5	30001-80000	1	Liaison officer in Reader's Scale	One
		2	Stenographer	One
		3	Accountant	One
		4	Statistical Assistant	One
		5	UDC	One
		6	LDC/Typist	One
		7	Peon	One
6	80000 and above	1	Liaison officer in Reader's Scale	One
		2	Stenographer	One
		3	Accountant	One
		4	Statistical Assistant	One
		5	UDC	Two
		6	LDC/Typist	Two
		7	Peon	One

1.2 Functions of the State NSS Cell

The main functions of the State NSS Cell are :-

- (a) To ensure, that budgetary provisions are made for NSS programme in the State budget;
- (b) Timely allocation of NSS strength to respective Universities in the State.
- (c) Timely release of grants to Universities and colleges/+2 councils.
- (d) Submission of accounts, statements and programme reports to Government of India.
- (e) Convening of meetings of State NSS Advisory Committee from time to time.
- (f) Monitoring of the programme through Universities/+2 councils and in consultation with NSS Regional Centre.
- (g) Coordinating with development agencies and departments for NSS programme development in the state.

1.3 State Liaison Officer

The State Liaison officer will be the head of the State NSS Cell which is set up in the State Secretariat. The State Liaison Officer will be looking after the functions of the cell as stated above and to get all matters expedited and take follow-up action at appropriate levels in the State for effective implementation of NSS.

1.4 Selection of the State Liaison Officer

The selection of the State Liaison Officer will be as per the procedure laid down as under :-

- (a) The information about the post will be circulated among Universities and colleges and application will be invited.
- (b) Interview will be conducted by the Selection Committee constituted for this purpose.
- (c) The Committee will recommend the name of suitable candidate for the appointment as State Liaison Officer.

1.5 Composition of Selection Committee

- (a) Secretary of Nodal Department dealing with NSS Chairperson
- (b) The Commissioner/Director of Hr. Education & Youth Affairs Member
- (c) The nominee of the Department of Youth Affairs & Sports, N. D. Member

1.6 Qualifications for the post of State Liaison Officer

- (a) He/she should have served as Programme Coordinator in the University or Programme Officer in a college at least for four years continuously.
- (b) He/she should possess the academic qualifications for being appointed as Programme Coordinator as prescribed by the Department of Youth Affairs & Sports, Government of India.
- (c) he/she should have interest in Youth work in particular and social work in general.

1.7 Tenure of the State Liaison Officer

The State Liaison Officer will be appointed on deputation or contract basis for a period of two years initially. The period of deputation may be extended by another two years subject to the satisfactory work as State Liaison Officer.

1.8 Functions of State Liaison Officer

- (a) The State Liaison Officer will ensure that sufficient budgetary provisions are made well in advance in the budget of the State Government as per the financial pattern every year so that necessary funds are available from the States for the implementation of NSS Programme.
- (b) He/she will ensure that the NSS grants are released in time to the Universities/+2 stage. He/she will further ensure that the Universities/+2 stage release the grants to the colleges and schools in time.
- (c) He/she will further ensure that the grants are utilized by the Universities/+2 stage as per the administrative and policy directives of the Government of India.
- (d) He/she will further ensure that the grants are utilized for NSS activities without any diversion. In case of misuse of NSS funds, he/she will also conduct necessary investigation and submit report to the Department of Youth Affairs and Sports, Government of India, New Delhi along with his/her recommendations.
- (e) He/she will ensure that the Universities/+2 councils maintain separate accounts in respect of NSS grants and submit the accounts duly audited to the State Government in time. He/she will further ensure that consolidated accounts of the grants released to the State Government duly audited along with the utilization Certificates are sent to the Department of Youth Affairs & Sports, New Delhi in time. This will enable the Department to release further grants in time.
- (f) The State Liaison Officer will ensure that the NSS volunteers strength allocated by the Government of India is further re-allocated to the Universities and +2 councils in time. He/she will also call the meeting of the Programme Coordinators of +2 councils and Head of NSS Regional Centre to assess the demand of NSS Strength by the various Universities/+2 councils in the light of the performance of the Universities+2 councils during the last year. He/she will also issue the necessary office orders regarding allocation of NSS strength by 30th May every year.
- (g) He/she will ensure the convening of the meeting of the State NSS Advisory Committee periodically as prescribed by the Department. The State Advisory Committee should meet twice a year. In the absence of the meeting of the State Advisory Committee, he/she will ensure that the State NSS Coordination Committee meets to review the progress of NSS Programme during the year.
- (h) He/she will ensure the Inter-Departmental coordination of the various State Government departments relating to NSS Activities. He/she will further ensure that close coordination is maintained between the Regional Centres, Programme Coordinators and TOCs/TORCs. He/she will convene the meeting for planning, review and evaluation of NSS activities in the State by inviting Heads of the office of NSS Regional Centre, Programme Officers, Programme Coordinators of the Universities/+2 stage and TOC/TORCs. He/she in turn will give feed back to the Programme Adviser.

- (i) He/she would also ensure that the Programme Coordinators in the Universities/+2 councils are appointed by the Universities in time as per the terms, conditions and procedure laid down by the Government of India and no post of Programme Coordinator remains vacant for a long time in any university.
- (j) He/she will ensure that the Programme Officers for NSS units in the colleges/+2 schools are selected as per terms, conditions and procedure laid down by the Department. He/she will also ensure that the teachers selected as Programme Officers are relieved by the Institutions for their training and orientation, organised by TOC/TORCs from time to time.
- (k) He/she will ensure the proper coordination in the State level/Inter-University programmes like Workshop, Conferences, State Youth Awards, Pre-camp training of the State contingent of the volunteers selected for national events etc.
- (l) He/she will process and evaluate the reports received from the various Universities/+2 level of the NSS activities. He/she will ensure that submission of data and periodical reports to the Programme Adviser and the Department regarding regular activities, special camping programme, adoption of village/slums and other related activities on the prescribed proforma (see Annexure – III).
- (m) He/she will also bring out suitable NSS literature periodically, and publish annual reports of NSS activities conducted in his/her State.
- (n) He/she will make visits to the Universities, colleges, schools to assess the implementation of NSS programme, not exceeding 15 days in a quarter.

State NSS Cell and NSS Regional Centres

A few instances have come to the notice of the Department regarding some confusion relating to the role overlapping between the Regional Centre and the State Liaison Cell. As a result the NSS Programme received a setback in those states. If a few basic facts are considered dispassionately, such confusions can be avoided.

- (a) NSS Regional Centres and State Liaison Cells have been established for the implementation and development of NSS programme.
- (b) The expenditure on Regional Centres and State Cell is borne by the Department of Youth Affairs & Sports, Government of India.
- (c) The Regional Centres are basically field offices headed by Deputy Programme Adviser/Assistant Programme Adviser, who are to render necessary guidance and services in development of programme by the nature of their duties. On the other hand, State Cells have the Staff whose duties are that of secretarial nature.

- (d) The main responsibility of the State Cell is to cut out red tape and to expedite matters in the State Governments so that the Programme funds are sanctioned in time and reach appropriate levels without any delay.
- (e) Therefore, the roles of the Regional Centre and the State Cells are clearly demarcated and it is expected that they function in close coordination and supplement each other.

Chapter - 3 : ADMINISTRATIVE STRUCTURE AT UNIVERSITY LEVEL

The National Service Scheme covers students at the level of higher education. Thus the administrative structures of the higher education have the responsibility of looking after NSS and its implementation at college/school/universities level. The successful functioning of NSS cell at University level will give impetus for proper implementation of NSS in the unit level.

1. NSS University Cell

Every University should have an NSS Cell to supervise and coordinate NSS Programme in Colleges affiliated to it.

- 1.1. The Universities having strength of more than 10000 NSS volunteers should have full time programme coordinators. The Universities having strength of less than 10000 NSS volunteers may have part time programme coordinators.
- 1.2. NSS being an academic extension programme the University will provide necessary infrastructure and other facilities like telephone, office and office equipment and secretarial assistance for the smooth functioning of the cell.
- 1.3. The cell will function under the Vice-Chancellor, the Programme Coordinator, NSS will be incharge of the cell and the main executive functionary.

2. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator will be made by the Selection Committee as per the following procedure :-

- (a) The vacancy of the post will be advertised in local and National dailies.
- (b) The suitable candidates will be interviewed by the Committee. At least 5 persons should be short listed for interview.
- (c) The candidate will be selected by the Committee constituted for this purpose.

2.2 Composition of the Selection Committee

(a)	Vice Chancellor/Head of Institution	Chairperson
(b)	Secretary of the Department dealing with NSS His/her nominee	Member
(c)	Head of NSS Regional Centre not below the rank of Dy. Programme Adviser/Asstt. Programme Adviser	Member
(d)	Registrar of the University	Member Secretary

2.3 **Qualifications of the Programme Coordinator**

- (a) Reader/senior lecturer in the University or affiliated college.
- (b) Principal of affiliated college, of the status of Reader, with NSS back ground.
- (c) Must have been a Programme Officer(NSSO for at least three years.
- (d) Must have undergone NSS orientation in a TOC/TORC.
- (e) Not more than 50 years of age at the time of selection as Coordinator.

2.4 **Term/Tenure of the Programme Coordinator**

The Programme Coordinator will be appointed on deputation/short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

2.5 **Functions of the Programme Coordinators**

- (a) To assist and guide the NSS unit for implementation of NSS programmes at college level.
- (b) To help in organising camps, training and orientation programmes for the NSS leaders.
- (c) To visit the NSS units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular activities and special camping programmes.
- (e) To ensure timely release of grants to colleges.

- (f) To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC/TORC.
- (g) To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer on the prescribed proforma.
- (i) To have liaison with Regional Centre and State Liaison Officer and TOC/TORC for the implementation of NSS programme.
- (j) To bring out documents and reports on the achievements of NSS.

3. Pattern of expenditure at University Level

- (a) The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with “finances and accounts” in this manual.
- (b) The Programme Coordinator will get the budget approved by the University Advisory Committee on NSS.
- (c) As the financial pattern of expenditure falls in the category of administrative and policy directives, the Universities are requested to strictly adhere do it.

4. Appointment of Assistant Programme Coordinator

It has been noticed that some Universities have appointed full time Assistant Programme Coordinators in their NSS Cells. The appointment of full time Asstt. Programme Coordinators violates the administrative and financial directives regarding the expenditure on NSS. The appointment of staff other than those authorized by the administrative and policy directives is not admissible.

Chapter – 4 : ADMINISTRATIVE STRUCTURE AT +2 LEVEL

National Service Scheme at +2 Level

During VII Plan many State Governments approached the Department of Youth Affairs and Sports, Government of India for extension of National Service Scheme at +2 level also. Initially, NSS was introduced at +2 level in Kerala, Karnataka, Tamilnadu, West Bengal and Goa on experimental basis. In course of time many other States have also introduced NSS at +2 level. The response of the NSS volunteers at +2 level has been very encouraging. Approximately 120000 volunteers have been enrolled in +2 by the end of the year 1992-93. At present, the following infrastructure has been established in the States for the implementation of NSS Programme.

1. NSS Cell at +2 Level

- (a) NSS Cell at +2 level will be established in the Directorate of Higher Secondary Education/Secondary School Education to supervise and coordinate the NSS Programmes in the schools covered under NSS at Higher/senior Secondary School level. Students admitted into +2 i.e. 11th and 12th standard only are eligible to join NSS.
 - (b) The Education Department/Director of Sec. Education/School Education/+2 Council will ensure that a full time Programme Coordinator is provided where the strength of NSS volunteers at +2 level is more than 10000. however, a regular officer can serve as part time Programme Coordinator if the strength of NSS volunteers is less than 10000.
 - (c) A full time coordinator is expected to look after more than 10000 NSS volunteers. If the strength of NSS volunteers crosses 15000, another Programme Coordinator may be appointed to provide effective supervision, coordination and implementation of NSS Programme.
- 1.2 The Education Department/Director of Sec. Education/high School Education/+2 council will provide necessary infrastructure and other facilities, like telephone, office accommodation, office equipment and secretarial assistance for the smooth function of the NSS cell.
 - 1.3 The NSS Cell/Cells will function under the Director of Secondary Education/School Education/+2 Council. The Programme Coordinator will be incharge of the Cell.
 - 1.4 The NSS Advisory Committee will be constituted to advise and guide the Programme Coordinator . the details of the NSS Advisory Committee at +2 level are given in Chapter No.5 of this part.

2. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Only a dedicated and devoted Programme Coordinator with adequate experience in youth work can plan, execute and evaluate the NSS activities in the proper perspective.

The Programme Coordinator will execute all administrative and policy directives of the Government of India and the State Government, decisions of the State Advisory Committee, +2 Advisory Committee for implementation of NSS Programme. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator at +2 level will be made by a duly constituted Selection Committee as per the following procedure :

- (a) The vacancy of the post will be advertised in the local and national dailies.
- (b) The suitable candidates will be interviewed by the Committee. At least 5 persons will be short listed for interview.
- (c) The candidate will be selected by the Committee constituted for this purpose.

2.2 Composition of the Selection Committee

The Selection Committee for the post of Programme Coordinator +2 stage will consist of the following members :

- | | | |
|-----|--|-------------|
| (a) | The Education Secretary | Chairperson |
| (b) | NSS State Liaison Officer | Member |
| (c) | Head of the concerned NSS Regional Centre | Member |
| (d) | The Director of Sec. Education/School Education/
+2 Council | Member |

2.3 Qualifications for the post of Programme Coordinator at +2 stage

- (a) Principal of a Higher Secondary School not below the rank of Distt. Education Officer

OR

Officer of the Education Department not below the rank of Distt. Education Officer.

- (b) Should have served as Programme Officer in a school or college at least for 3 years.
- (c) Should have undergone NSS orientation in a TOC/TORC.
- (d) Not more than 50 years of age at the time of selection as Programme Coordinator.

2.4 Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract for the period of 3 years initially. It may be extended for another year subject to satisfactory performance.

2.5 Functions of the Programme Coordinator

- (a) To assist and guide the NSS units for implementation of NSS Programmes at +2 level.
- (b) To help in organising camps, training and orientation programmes for the NSS group leaders and Programme Officers.
- (c) To visit the NSS Units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular Activities and Special Camping Programme.
- (e) To ensure timely release of grants.
- (f) To submit reports and returns to Programme Adviser, Regional Centre and State Liaison Cell.
- (g) To select new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre, State Liaison Officer and TOC from time to time as desired by the Government of India.
- (i) To liaise with Regional Centre, State Liaison Officer and TOC/TORC for implementation of NSS Programme.

- (j) To bring out the publication and reports throwing light on the achievements.

3. Pattern of Expenditure at +2 Level

- (a) The Programme Coordinator may incur expenditure on NSS Cell as per pattern of financial expenditure sanctioned by the Government of India as given in part – IX dealing with “finances and accounts” in this manual.
- (b) The Programme Coordinator will get the budget approved by the NSS Advisory Committee.
- (c) As the financial pattern of expenditure falls in the category of Administrative and Poly directives, the +2 Cells are requested to strictly adhere to it.

4. NSS Advisory Committee at +2 Stage

- (a) The Education Department or its wing for +2 Education will constitute an NSS Advisory Committee as stated in para No. 1 of chapter 6 of this part. The Advisory Committee will advise the Programme Coordinator in planning and developing NSS programme and projects in the school under NSS. It will also review the NSS activities undertaken during the past years. It will also ensure the allocation of NSS student strength and release of grants to the schools.
- (b) The Advisory Committee is an apex body for implementation of NSS at +2 level. The Programme Coordinator/s will approach the committee for the approval of NSS budget covering the NSS activities and establishment expenditure on NSS Cell.
- (c) Para No.5.2 and 5.3 of chapter 6 of this part dealing with Advisory Committees may be referred to for further details regarding the composition of the NSS Advisory Committee, frequency of the meetings and limitations.

5. Organisation and Administration of Unit

The provisions regarding the organisation and administration of NSS Unit have been given in the Chapter dealing with NSS Unit in part – VI. All these provisions will be applicable to NSS Unit in the school under +2 stage.

6. NSS Programme Officer

The role of NSS Programme Officer has been discussed exhaustively in Chapter dealing with Programme Officer in Chapter 2 of part – VI. All these provisions will be

applicable to Programme Officers in the schools at +2 stage except the provisions given as under :

- (a) Qualifications of the Programme Officers:
 - (i) He/she must be a member of teaching faculty.
 - (ii) He/she must hold post graduate degree.
 - (iii) He/she must be less than 40 years at the time of his/her selection as Programme Officer.
 - (iv) Physical Education Teacher and the teacher who are NCC Officer will not be appointed as NSS Officers.
- (b) The Provisions discussed in the above sections will be applicable to the NSS Cell, Programme Coordinator, NSS Advisory Committee and Programme Officers at +2 Stage as special provisions. All other provisions of the NSS Manual will also be applicable to the NSS at +2 stage where no exception has been made.

Chapter 5 : NSS Advisory Committees

The NSS programme is based on the principles of participative action, self-reliant and self-disciplined way of life. The institution of Advisory Committee provides machinery for associating more people with the NSS programme sharing their experiences and wisdom. It aims at institutionalization of the NSS programme at various levels.

The Advisory Committee provide platforms for discussion and evaluating NSS programme by the functionaries associated with NSS, experts in allied fields and eminent persons in the field of social and public service. The experiences and suggestions of these persons in the field of education, administration, social work, youth movements and in technical fields have been enriching the NSS programme in the processes of planning, supervision and evaluation.

NSS Programme has envisaged Advisory Committee at State University, college and +2 levels to ensure the participation of the people at all stages.

1. State Advisory Committee

The State Governments are expected to constitute the State NSS Advisory Committee in their respective States. The Committee will consider the following matters :-

- (a) All important matter relating to the development of the NSS programme in the state.
- (b) Allocation of NSS volunteers strength to Universities and +2 councils.
- (c) Approval of the NSS budget for the State/UT.
- (d) Selection of colleges and +2 schools for covering NSS programme.
- (e) Securing assistance and coordination of different development departments and government and non-Government agencies.
- (f) Allocation of grants to Universities and +2 councils.
- (g) Coordination, review and evaluation of the programme at State level.

1.1 Composition of the State Advisory Committee

- | | |
|---|-------------|
| (a) Minister of Education/Youth Services in the state | Chairperson |
| (b) Chief Secretary | Member |

- | | | |
|-----|---|------------------|
| (c) | Vice Chancellors of all the Universities and Head of +2 Councils in the State operating NSS Programme. | Member |
| (d) | Secretaries, Heads of Education, Youth Services and related Departments including Rural Development/Panchayati Raj, Public Relations and Mass Media etc. | Member |
| (e) | Head of the NSS Regional Centre of Government of India | Member |
| (f) | Relief Commissioner | Member |
| (g) | TOC/TORC Coordinator | Member |
| (h) | 2 representatives from Voluntary/Organisation engaged in developmental work in general and youth work in particular whom the state Govt. finds appropriate. | Members |
| (i) | The Programme Adviser, NSS, representative of the Deptt. of Youth Affairs and Sports in the Ministry of Human Resource Development, Government of India may attend such meeting as special invitee. | |
| (j) | The Programme Coordinators may attend the meeting as special invitee. | |
| (k) | The State Liaison Officer, NSS | Member Secretary |

1.2. Frequency of the meeting

The State Advisory Committee should meet at least twice a year. The first meeting should be held during the month of April/May and the second meeting in the month of December.

The review of the NSS activities during the last year and the planning of the NSS activities for the current year may be considered in the first meeting. The progress made in the NSS activities may be considered and necessary measures may be recommended for improving the activities in the meeting to be held in December.

1.3 Sphere of Consultations

- (a) The State Advisory Committee is expected to work in the light of the NSS guidelines as far as NSS Programme is concerned. The State Advisory Committee is free to make necessary recommendations in the improvement of NSS activities. As far as administrative and policy directives are concerned, the Advisory Committee will not make any changes unilaterally.

- (b) Instances have been noticed where some universities got the limits of financial expenditure enhanced from the State/University Advisory Committees. Similarly higher pay scales have been not approved for the Programme Coordinators. The Government of India does not agree to such decisions. It will be more convenient if such cases are referred to the Department of Youth Affairs and Sports, New Delhi, before such decisions are taken.

2. State Coordination Committee

It has been observed that in some states, NSS State Advisory Committee are unable to meet for a long time due to certain unforeseen circumstances and certain constraints. Thus the consultation process and the coordination between various departments received a setback. It is therefore, suggested that the coordination between various Government, Departments, Local bodies and other corporate bodies may be achieved through a Standing Committee under the Chairmanship of the Chief Secretary. This Committee may be known as State Coordination Committee.

2.1 Composition of the State Coordination Committee

a)	Chief Secretary	Chairperson
b)	Education secretary/Secretary Department of Youth Affairs dealing with NSS	Member
c)	Director, Higher Education	Member
d)	Director School Education	Member
e)	Director, Youth Services	Member
f)	Head of the NSS Regional Centre	Member
g)	TOC/TORC Coordinator	Member
h)	Head of the Department related to NSS/Social Work	Member
i)	2 eminent person from the field of social service/youth work	Member
j)	State Liaison Officer, NSS	Member Secretary

3. University Advisory Committee -NSS

Each University has to set up an NSS Advisory Committee to advise on programme planning and development under the Chairmanship of the Vice-Chancellor. It will review the

NSS activities in the area of the University and ensure allocation of NSS students strength and release of grants to its colleges.

3.1 Composition of University Advisory Committee - NSS

(a)	Vice Chancellor	Chairmanship
(b)	Commissioner of Administrative Division or His/her representative	Member
(c)	Registrar	Member
(d)	Secretary/Director of Education/Youth Services	Member
(e)	Head of concerned NSS Regional Centre	Member
(f)	TOC/TORC Coordinator	Member
(g)	3 faculty members	Member
(h)	4 principals of colleges	Member
(i)	One or two NSS student representative	Member
(j)	One or two Programme Officers	Member
(k)	State Liaison Officer NSS	Member
(l)	5 representative from concerned Govt./ Non-Govt. organisations involved in youth Programmes/social work/rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.)	Member
(m)	Finance Officer	Member
(n)	Programme Coordinator, NSS	Member Secretary

3.2 The NSS Advisory Committee at University Level will be an apex body as far as implementation of NSS at University Level is concerned. The Programme Coordinator will approach the University Advisory Committee for approval of NSS budget, covering NSS activities and establishment expenditure on NSS cell and also programme activities to be undertaken during the year.

3.3 Frequency of meetings

The University Advisory Committee should meet at least twice a year to review, plan and monitor the NSS activities.

3.4 **Limitations**

The University NSS Advisory Committee will consider the financial and establishment proposals as per the administrative and policy directives issued by the Government of India and contained in NSS Manual. No decisions against these directives should be taken as these will not be acceptable to the Government of India. As far as NSS Programmes and activities are concerned, these can be selected as per needs and requirements of the respective Universities.

4. **College and +2 Schools Level NSS Advisory Committee**

College and +2 Schools have to set up an NSS Advisory Committee to advise on programme/planning and development under the Chairmanship of the Principal. It will review the NSS activities at college and school level.

4.1 **Composition of College/+2 Schools Advisory Committee**

(a)	Principal	Chairperson
(b)	2 Staff members having social work background	Members
(c)	One representative of the development department	Member
(d)	One representative from the adopted village/slum/ Welfare agency	Member
(e)	2 NSS student leaders	Members
(f)	Programme Officer, NSS	Member Secretary

4.2 **Frequency of the meeting**

College/+2 schools Advisory Committee should meet at least four times during a year, once every quarter. The aim of holding periodical meetings is to assess the development of NSS programme in the institution and promote a sense of participation among the members of the staff, public and students for community work.

4.3 **Limitations**

The colleges/+2 school Advisory Committee will consider the proposals submitted by the Programme officer according to the administrative and policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the college Advisory Committee. As far as programme is concerned, the Advisory Committee is free to

select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at state level.

5. **Advisory Committee (NSS) at +2 level**

The NSS Advisory Committee at +2 level will be set up to advise the Programme Coordinator at +2 level on programme planning and development of NSS programme. It will review the NSS activities in the schools covered under +2 level in a State and ensure the allocation of NSS students' strength and release of grants to the schools.

5.1 **Composition of Advisory Committee at +2 level**

(a)	Director of Education (incharge of +2) level	Chairperson
(b)	Head of NSS Regional Centre	Member
(c)	State Liaison Officer, NSS	Member
(d)	Coordinator (Trg.) TORC/TOC	Member
(e)	2 principals from the schools covered under NSS	Members
(f)	2 Programme Officers whose record in National Service has been excellent	Members
(g)	3 Officers of District, State/Deptt. Administration who are helpful to NSS for taking up projects in the field of community service	Members
(h)	3 Distt. Education officers of schools	Members
(i)	3 outstanding persons of voluntary organisations who are working in the field of community and social service	Members
(j)	Programme Coordinator at +2 level	Member Secretary

Note : The officers in State/District Administrations who are concerned with community development and other developmental agencies may be coopted as Members or be invited as special invitees to participate in such meetings.

5.2 **Frequency of Meeting**

The Advisory Committee at +2 level should meet at least twice a year to review plan and monitor the NSS activities.

5.3 **Limitations**

All the provisions of limitations discussed under University level Advisory Committee in para in 3.4 will be applicable to the NSS Advisory Committee at +2 level also.